

Great Ellingham Parish Council
Minutes of the meeting of the Parish Council
held remotely – March 2020.

Responses from: Cllr T Betts (Chairman), Cllr S Mellor, Cllr A Partridge, Cllr M Hadley, Cllr W Smith, Cllr P Ewin, Cllr H Mellor, Cllr N Wilkins

The fast moving situation relating to the Coronavirus pandemic has meant that, in line with advice from central Government and the local and regional offices of the Association of Local Councils, the usual meeting did not go ahead and meetings may not go ahead for the immediate future. The pre-published agenda was discussed by all parish councillors remotely and decisions were based upon a simple majority as usual.

In order that some parish council work can carry on and the parish council can provide additional support and advice to any residents in need of it, Councillors agreed to delegate powers to deal with urgent situations to the Chairman, Vice Chair and clerk. The clerk will give all Councillors an eight hour window to respond to urgent matters, wherever possible, but, after that time the clerk, Chairman and Vice Chairman will be able to come to an agreement on behalf of the parish council.

The clerk will post all useful information from trusted sources on the 'news' section of the parish council website at

<https://greatellinghamparishcouncil.norfolkparishes.gov.uk/>

This will include information about financial and practical assistance.

- 1. Open Forum – An opportunity for any parishioner to speak on parish matters and to hear reports from District and County Councillors, if available** – As the meeting did not take place there was no public session. However, the parish council received a proposal from a resident regarding the setting up and funding of a dedicated phone line to provide assistance for those self isolating, or needing help with shopping, picking up prescriptions etc. The group plan to print a postcard to deliver to every house in the village, making sure that all residents are contacted and not just those with access to social media – Councillors fully supported this idea but agreed that the cards should include an acknowledgement to the parish council for funding the project. Councillors agreed to award £300 to fund the project initially, with a view to adding more, if required.
- 2. To consider apologies for absence** - No attendees at the meeting but electronic responses were received from all Councillors.
- 3. To receive any declarations of interest in any item on the agenda** - Councillors S & H Mellor declared a pecuniary interest in item 8a on the agenda.
- 4. To confirm the minutes of the meeting of 19 February 2020** – One spelling error was corrected and then the minutes were unanimously approved. They will be signed by the Chairman at the first available opportunity.
- 5. To report matters arising not on the agenda and hear the Chairman's report** –

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The chairman has been handling the fall-out of the new future, which is the Coronavirus. i.e. bringing together the two 'help groups' and managing the conversion of the PC meeting to an electronic phenomenon.

Regrettably the pandemic has put paid to the Speedwatch group's activities - the police have confirmed they do not wish to endanger Speedwatch members, who tend to be older people and that they would not be able to progress the returns from the various groups as the resources are needed elsewhere.

The meeting with NCC Highways regarding the need to ameliorate the traffic situation in Long Street has also become a victim of the pandemic. Instead we will attempt to prepare a proposal for Highways to consider remotely. This does not negate the need for a meeting but it might prepare the way for a quicker resolution when we are able to meet.

6. **Planning applications considered between meetings: None**
7. **To hear of planning decisions and other information:**
 - a) **3PL/2020/0002/F – Hollytree House, 80 Long St – Proposed single dwelling – Approved**
 - b) **3PL/2019/1504/F – Rookery Farm – change of use from agricultural store to light industrial – Approved**
8. **To consider planning applications**
 - a) **3PL/2020/0232/F – Greenpiece, Attleborough Rd – Change of use from light engineering to dwelling including alterations and front porch – The parish council objects to this application on the grounds that it is outside the settlement boundary. Councillors also raised concerns regarding the access which is via an unmade-up road.**
 - b) **3PL/2020/0228/F – 21 Hingham Rd – Erection of one two storey dwelling – Councillors objected to this application on the grounds that the plot size is too small and would result in overcrowding and overdevelopment.**
 - c) **3PL/2020/0191/HOU – The Arrows, Bow St – Erection of double garage – Councillors have no objections to this application.**
 - d) **3PL/2020/0181/HOU – 42 Long St – first floor front / side extension, two storey rear and single storey rear extension and car port - Councillors have no objections to this application.**
9. **To review the following policies: Financial regulations and statement of internal review and control – Both documents were reviewed and it was agreed that no changes were needed.**
10. **To consider tree works at Deopham war memorial and a full tree survey – A quote has been obtained to carry out tree work at the war memorial. Whilst Councillors broadly approved of the quote it was suggested that another quote be obtained, with the suggestion at A T Coombes of Barford be approached. The clerk confirmed that the financial regulations did not insist that three quotes were obtained for works under £3000 but it was recommended practice to at least obtain two. Action **TB/AR**.**
11. **To approve the appointment of an internal auditor – Councillors unanimously gave approval for the clerk to appoint Pauline James to undertake the internal audit. Action **AR**.**

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12. To consider the insurance renewal quote – Councillors approved the renewal quote but suggested that further quotes be obtained next year. The clerk reported that very few insurers offer a product for parish councils and also that the parish council could take advantage of a reduction in premium if they agree to a three year deal. The parish council agreed to a three year term with Hiscox, with the view that this will be explored further when the three year period has expired.

13. To receive the financial report and consider the following payments:

Chq no	Amount	Payee	Notes
100619	£ 258.01	A Rayner	March salary
100620	£ 522.66	Came & Co	Annual Insurance renewal
100621	£ 130.00	R Ewin	Allotment rent
100622	£ 130.00	D Ewin	Allotment rent
100623	£ 130.00	C Ewin	Allotment rent
100624	£ 22.49	A Partridge	Printer cartridge

Councillor S Mellor approved the financial report. Councillors unanimously approved all payments.

14. To consider items from Councillors:

a) Dog fouling signs – Councillor Wilkins suggested targeted signage in the worst effected areas relating to dog fouling. Councillors approved the purchase of six signs. **Action AR.**

15. To consider correspondence received – None to report

16. To confirm the date of the next meeting as Wednesday 15 April 2020 to be held at the Recreation Centre, commencing immediately after the Annual Parish Meeting, estimated start 8.00pm – It is looking highly likely that both meeting will be cancelled but the most up to date information will be posted on the parish council website, noticeboards in the village and also the village Facebook site.